

**INSTRUCTIONS FOR COMPLETING THE LSTA FINAL PROPOSAL FORM
(LSTA 6-OM)
For Projects Using Outcome Measurement**

Submit six (6) copies of the form *by 4:00 P.M on June 1, 2007*, to LSTA Grants, Library Development Services, California State Library.

- *For US Mail:* P.O. Box 942837, Sacramento, CA 94237-0001
- *For non-postal delivery:* 900 N Street, Room 500, Sacramento, CA 95814.
- *For email:* Final proposals can be sent via email to lsta@library.ca.gov. The certification page for each grant submitted must arrive in LDS by the deadline date, preferably signed in blue ink. Certification pages with a postmark date of April 30th will not be accepted.
- Faxed final proposals will not be accepted.
- Type-written or computer printed, 12 point (10 pitch) or larger, one-sided only.

Below are definitions of terminology used and instructions for completing the LSTA final proposal. For more information on completing the final proposal, call the LSTA Coordinator at (916) 653-8313 or email cberger@library.ca.gov

LSTA Goal (question #8) refers to the current [Statewide Plan for the Use of LSTA Funds](#). In it, the California State Library delineates five goals to be met with LSTA funds during FY 2002/03 to 2006/07. Since the new *California Statewide Plan for the Use of LSTA Funds, 2007/08 to 2011/12* will not be completed and approved by the Institute of Museum and Library Services (IMLS) until after 2007/08 grants are awarded, for the purposes of your final proposals, please continue to use the five goals as outlined in the current Statewide Plan.

Users (question #11) are the people who will participate in your new program(s) or benefit by your new service(s). Users are also called patrons or customers and can be described demographically or by other specific characteristics.

Need (question #12) should state user-based needs that have come from the users in some form and/or been confirmed with users.

Community Goal (question #13) relates to the needs of the community and is beyond the scope of the library alone; the library's program is usually one part of a larger effort to meet a community goal. (For example, increase school readiness among preschool children, decrease juvenile delinquency in teens, increase socialization by isolated elders.) Answers the question: "What does the community hope to achieve for its residents in response to an identified community need?"

Library Goal (question #14) can refer to two very different kinds of statements. In *traditional evaluation*, library goals reflect the mission of the library. In *outcome measurement*, goals reflect the ultimate impacts desired for the targeted users, and usually relate to larger community goals. Answers the question: “What does the library hope to achieve for the users?” Written from the users’ perspective.

Project Design (question #15)

- The completed OM Project Design and Report Form are your answers to question #15 in the LSTA Application and must accompany it.
- You will use this chart-based form for each quarterly report and the final report too. By the end of the grant year, the form will show your plans and what was accomplished in each quarter – all in one place.
- Be sure to fill in the correct space on the form. Note that the reports are listed in reverse chronological order so that the most recent report can always be read with the application information just before it.
- Please use bulleted lists and short phrases rather than full paragraphs on the form.
- To see examples of the terms used as headings for each column (e.g. Services/ Program), place the cursor in that column field and click on F1.
- The electronic version of the form will expand to allow as much space as you need in each column. So it is best to fill in the form online and then print it out to submit.

LSTA Outcome Measurement Project Design and Report (Part 1)

Column 1 -- Services/ Programs are what the library provides (such as tutoring, lectures, storytelling) to the end user. Answers the question: “What does the library do or provide to fulfill its mission and to reach its goals?”

Column 2 -- Inputs are resources (such as money, staff, volunteers, facilities, collections, community partners) used to plan and provide a program or service. Constraints on a program such as laws, regulations, or funding requirements are also inputs. Answers the question: “What do we have to work with?”

Column 3 -- Outputs are the products resulting from the inputs and services of the library. They are objectively quantified measures (such as number of books circulated, number of hours devoted to homework assistance, or number of attendees at an author reading). Answers the question: “How much did the library do?”

Column 4 -- Intermediate Outcomes are benefits, changes or gains for the user that happen soon after a project begins. At the same time, they are milestones in the life of a project, events that are necessary for successful outcomes. They are points at which project staff must decide whether to continue current activities or to modify them in order to achieve the desired outcomes. (E.g. In a job/career center project with the desired outcome of users finding jobs, the ability to write a resume may be considered necessary and may be a milestone in the project.) Sometimes called initial, short-term or interim outcomes.

Column 5 -- Indicators of Intermediate Outcomes are measurable characteristics or actions that indicate achievement of the intermediate outcome. They are patron behaviors which demonstrate changes in knowledge, skills, behavior, attitudes, or condition, or which imply such changes. (E.g. increase in one reading level within one year; ability to use a database independently; successful completion of sample citizenship exam). Indicators are used to gauge success *for the participant*. Answers the question: "How will we know that participants experienced the intended outcome(s)?"

LSTA Outcome Measurement Project Design and Report (Part 2)

Column 1 -- Data Collection Methods are ways to collect information that measures or verifies the indicators in relation to the selected targets. Data collection methods include interviews, pre and post-testing, surveys, professional observation, and focus groups.

Column 2 -- Long Range Outcomes are benefits to the *end user* that demonstrate the effectiveness of the program or service. Usually they are changes or gains in knowledge, skills, behavior, attitude, or condition. Outcomes are also called impacts or results. Answers the question: "What difference did our program make to the participant?"

Column 3 -- Indicators of Long Range Outcomes -- Indicators are measurable characteristics or actions that indicate achievement of the outcome. They are patron behaviors which demonstrate changes in knowledge, skills, behavior, attitudes, or condition, or which imply such changes. (E.g. increase in one reading level within one year; ability to use a database independently; successful completion of sample citizenship exam). Indicators are used to gauge success for the *participant*. Answers the question: "How will we know that participants experienced the intended outcome(s)?"

Column 4 -- Data Collection Methods -- are ways to collect information that measures or verifies the indicators in relation to the selected targets. Data collection methods include interviews, pre and post-testing, surveys, professional observation, and focus groups.

Column 5 -- Targets -- are numerical standards or criteria of success for your program and state the expected proportion of outcomes. (E.g. 75% of participants reporting a specified effect six months after a program; 20% of attendees at resume writing

workshops report getting job interviews). Targets are used to gauge success of the *library's program*. Answers the question: "How will we know that our program is a success?"

Project Staffing (question #16)

For each position to work on the project, whether funded by LSTA or not, please state the job title, classification (if different from job title), and full or part time status. List salaried staff paid by LSTA, contract staff paid by LSTA, in-kind staff provided to the project, staff provided via other funds, and volunteers. Please give a one- sentence description of each person's duties and state whether the staff person will be needed upon completion of the LSTA-funded project.

Project Partners (question #17)

Project Partners are agencies or organizations that will collaborate with your library on planning, funding, providing, publicizing and/or evaluating the proposed services/ programs. In previous LSTA proposal and application forms, these partners were called "Participants."

Budget (question #22)

LSTA Funds Requested

- a. **Salaries & Benefits** Enter the total of salaries and benefits for each project staff member, full-time or part-time. If grant funds are needed to cover a substitute to perform regular duties so that a permanent staff member can be assigned to the project for the grant period, please explain here. Do *not* include outside consultants, persons who are not employees of the applicants or partners but who are paid under contract for this project, or short-term temporary labor in this line; list them under "operation" (c) instead.
- b. **Library Materials** Enter the total amount requested for library materials such as books, periodicals, tapes, and videos for use primarily by the client group and, in most cases, to be added to the library's circulating collection. List computer software and electronic database subscriptions under "operation" (c).
- c. **Operation** Enter the total for operating expenses including:
 - Equipment costing less than \$5,000 (e.g. microcomputer)
 - Computer software & electronic database subscriptions
 - Service/ maintenance contracts
 - Office and library supplies
 - Postage and telecommunications
 - Printing and public relations
 - Training and conference fees

- Local travel
- Consultants, contract personnel, & short-term temporary labor

d. Equipment Enter the total of all “high value” items costing \$5,000 or more. Note that system purchases (i.e. an integrated computer configuration acquired as a package) costing \$5,000 or more should be listed here; but individual components, purchased separately for less than \$5,000 should be reported under “operation” (c) instead.

e. Subtotal Enter the total of rows a through d.

f. Indirect cost In this application, this is a charge against the LSTA funds requested (and reimbursed in LSTA dollars to the recipient) to cover local administration of the project and its funds. If the applicant wishes to contribute any part of the administrative or other overhead costs to the project, list these under “other funds” or “in-kind” on page 5. In line f, state the indirect cost. Note that requests for LSTA funding for indirect costs cannot exceed 10 percent of the LSTA program cost of your project.

This applies to all types of libraries. Contact the LSTA coordinator for more information on this policy.

g. Total Enter the total of rows a through f.

Other Contributed Funds To Be Used For Project (Non-LSTA)

Enter the total of all other financial support obligated to the project including other federal (non-LSTA) grants, state/local grants, private grants, funding from Library Friends or Foundation, philanthropic support, and other funds. Include new library funds if they are budgeted specifically for this project. Do not list in-kind contributions here.

In-kind Contributions To Project

Enter an estimate of in-kind contributions from applicant and all other partners in the project. In-kind contributions, to the extent that they are devoted exclusively to the project, may include staff time, library materials and equipment, building space and utilities, and other operating costs.

Certification (question #24)

Provide an original signature – in blue ink -- on the first copy of the application. The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the application. This may be the library director or someone else, such as a contracts/grants officer, depending on local rules. Do not enter the names of partners in this section.

The authorized official of a recipient organization must approve the submission of the proposal, be willing and able to administer extramural funds, and (if a grant is received) must accept responsibility for undertaking and supporting the project. If a grant is awarded, this person will receive the award letter and all subsequent official correspondence and warrants. The award packet will include other necessary documents for signature including a nondiscrimination clause addendum and a civil rights certificate.

Public libraries and public schools (K-12) libraries must attach a completed and signed CIPA certification form, which can be found under the [Children's Internet Protection Act \(CIPA\)](#) heading on the State Library website.